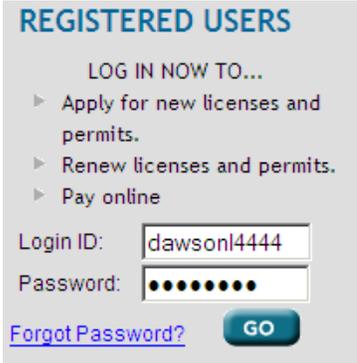


# Obtaining a Construction Permit

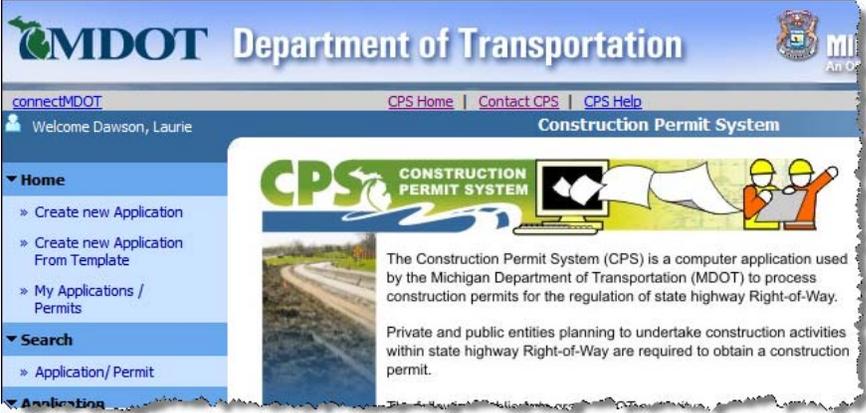
**Purpose** Beginning January 3, 2011, the Michigan Department of Transportation is implementing a new online Construction Permit System. This document provides the information you'll need to access the system.

**For Individuals** These instructions are intended for individuals who need to construct something (e.g., a driveway) or perform work within the state of Michigan right-of-way.

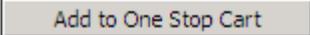
## 1. Access One Stop

Step	Action
a	<p>Go to <a href="http://www.michigan.gov/business">www.michigan.gov/business</a>. Click <b>Go</b> in the Start and Register box.</p> 
b	<p>On the registration screen, enter the required information and <b>Submit</b>.</p> 
c	<p>One Stop will send a temporary password to the e-mail address you provided in step two. Once you receive the e-mail, return to <a href="http://www.michigan.gov/business">www.michigan.gov/business</a> and enter your login ID and the password you received. Click <b>Go</b>.</p> 
d	<p>Fill in the required information to change your temporary password to a password of your choosing, then click <b>Change Password</b>.</p> 
e	<p>Complete the security questions, and click <b>Submit</b>.</p> 
f	<p>One Stop will display a welcome message. Click <b>Continue</b>.</p> 
g	<p>Review the One Stop Terms and Conditions, then click <b>Accept</b> at the bottom of the page.</p> 

## 2. Access the Construction Permit System

Step	Action				
a	<p>On the One Stop home page in the box that says For Individuals and Service Providers click <b>Go</b>.</p> <div data-bbox="808 275 1443 506" style="border: 1px solid #ccc; padding: 5px;"> <p><b>For Individuals and Service Providers:</b></p> <ul style="list-style-type: none"> <li>■ Register for business taxes</li> <li>■ Unemployment tax and benefit reporting</li> <li>■ Submit annual reports</li> <li>■ Permits and licenses for individuals</li> </ul> <p style="text-align: right;"><input type="button" value="GO"/></p> </div>				
b	<p>One Stop will display a page titled Individuals and Service Providers. Find the section labeled Individual/Professional Licenses and One Time Permits. Click <b>Go</b>.</p> <div data-bbox="293 621 1443 730" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Individual / Professional Licenses and One Time Permits :</b></p> <p>Access application forms for a variety of individual / Professional licenses and one time permits, from cosmetology to medical to oversize / overweight movement permits.</p> <p style="text-align: right;"><input type="button" value="GO"/></p> </div>				
c	<p>One Stop will display a page titled Professional Licenses and One Time Permits. In this window, search for Right-of-way.</p> <div data-bbox="1045 768 1443 827" style="border: 1px solid #ccc; padding: 5px;"> <p>Search: <input type="text" value="Right-of-way"/></p> </div>				
d	<p>One Stop will locate the Right-of-Way construction permits task. Click the link next to the permit name that says <b>Go To...</b></p> <div data-bbox="800 890 1443 1031" style="border: 1px solid #ccc; padding: 5px;"> <p>Click the link below to start the process:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Description</th> <th style="text-align: right;">Action</th> </tr> </thead> <tbody> <tr> <td>Right-of-Way Construction Permits (Highway Right-of-Way Use)</td> <td style="text-align: right;"><a href="#">Go To...</a></td> </tr> </tbody> </table> </div>	Description	Action	Right-of-Way Construction Permits (Highway Right-of-Way Use)	<a href="#">Go To...</a>
Description	Action				
Right-of-Way Construction Permits (Highway Right-of-Way Use)	<a href="#">Go To...</a>				
e	<p>When you click the link, CPS will open. The main window is shown below.</p> <div data-bbox="418 1115 1284 1528" style="border: 1px solid #ccc; padding: 10px;">  </div>				
f	<p>Complete the steps necessary to obtain your permit in CPS. While you are working in CPS, you can click either CPS Help or Contact CPS at the top of the window if you need assistance.</p> <div data-bbox="1101 1583 1443 1625" style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: right;"><a href="#">Contact CPS</a>   <a href="#">CPS Help</a></p> </div>				
	<p>When CPS opens, it opens in a new window. One Stop will remain open, and you can return to it by clicking the button for it on the task bar at the bottom of your window.</p> <div data-bbox="1105 1724 1443 1766" style="border: 1px solid #ccc; padding: 5px;"> <p> MBOS Business WorkSp...</p> </div>				

### 3. Pay for Your Permit

Step	Action
<p><b>a</b></p>	<p>Once you have finished using CPS to apply for your permit, click <b>Add to One Stop Shopping Cart</b>. CPS will display a message indicating that the permit has been added to your shopping cart. Click the link in the message to close CPS and pay for the permit in One Stop.</p> <p><a href="#">Click here</a> to close CPS application and make payment.</p> 
<p><b>b</b></p>	<p>CPS will close. In One Stop, click the Shopping Cart link. Follow the prompts on the One Stop screens to pay your permit fees.</p> 
	<p>Your permit application will not be submitted until you pay for it in One Stop.</p>